

CH2M HILL Hanford Group, Inc.	Manual	Policy
CH2M HILL SAFETY AND OCCUPATIONAL HEALTH	Document	TFC-POL-14, REV C
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	Effective Date	April 9, 2007

Ownership matrix

1.0 PURPOSE AND SCOPE (2.1)

CH2M HILL Hanford Group, Inc. (CH2M HILL) is committed to the highest standards of safety performance and to be a model of excellence in the performance of safe, quality work. This requires conviction and dedication in how we approach our work, balance our priorities, how innovative we are in our work processes, and how we care for ourselves and our fellow workers. The safety and health of our employees will take precedence whenever conflicts with production or other objectives take place. Employees at every level of the organization are empowered and expected to take personal responsibility for planning and executing work in a manner that reduces the chances of accidents. This is accomplished through the use of the Integrated Environmental, Safety, and Health Management System (ISMS), and by implementing the basic tenets of the Voluntary Protection Program.

2.0 SOURCES

1. [10CFR](#) 851, "Worker Safety and Health Program."

3.0 IMPLEMENTATION

Our overall safety goal is zero injuries and occupational illnesses. We strive to achieve this goal by understanding and applying the CH2M HILL ISMS expectations, developing annual company objectives to meet this goal, and developing employee ownership and responsibility for their safety.

"At CH2M HILL, SAFETY is no accident" is the CH2M HILL safety slogan. Upholding the safety and health of our employees, the public, and the environment is CH2M HILL's highest value in integrating safety into all aspects of daily work to meet the facility mission.

CH2M HILL will provide and maintain a safe and healthy working environment and a culture in which all employees follow safe work practices and have the right and responsibility to participate in the safety program through involvement in Employee Accident Prevention Councils, work teams and planning and safety initiatives. Continuous improvement in employee safety and occupational health is driven by implementing the ISMS expectations and the Voluntary Protection Program principles, and adhering to the Master Safety and Occupational Health Rules (Attachment A), Workers' Bill of Rights (Attachment B), and the safety and health poster "It's the Law," (Attachment C).

The Tank Farm Contractor has a hazard prevention and abatement process to ensure that all identified and potential hazards are prevented or abated in a timely manner to protect workers from dangerous safety and health conditions. Controls are incorporated in the appropriate implementing document (e.g., facility design, procedure, work package). For existing hazards, the abatement actions are prioritized and implemented according to the risk to workers. Interim protective measures are implemented pending final abatement.

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ATTACHMENT A – MASTER SAFETY AND OCCUPATIONAL HEALTH RULES

All employees must comply with the following **Master Safety and Occupational Health Rules**:

1. Maintain the work environment and equipment in a clean and orderly condition.
2. Correct and report unsafe conditions or practices.
3. Inspect all tools, ladders, and equipment for defects before each use.
4. Know the hazards of the job and protective controls required prior to starting work.
5. Comply with established safety procedures and practices.
6. Use prescribed protective clothing and equipment.
7. Do not indulge in horseplay. Avoid distracting others.
8. Lift correctly: bend knees, keep back straight, and get help when needed.
9. Report every injury and symptoms of occupational illness to supervision and seek medical treatment promptly.
10. Know the emergency procedures and respond promptly to all warning signals.
11. Observe all warning signs and do not enter barricaded areas without proper authorization.
12. Keep emergency equipment and exits clear at all times.

At CH2M HILL, SAFETY is no Accident!

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ATTACHMENT B – WORKERS’ BILL OF RIGHTS

Every employee has the right to:

1. Observe monitoring of the work place for toxic materials and harmful physical agents, and have access to records of acquired data for monitoring bioassay, or exposure.
2. File a complaint with CH2M HILL or DOE-ORP to request a work place inspection or otherwise address a safety or health concern without fear of reprisal.
3. Actively participate in Voluntary Protection Program initiatives.
4. Be involved on safety and health committees and as a safety observer.
5. Contribute to accident investigations, hazard evaluations, pre-job planning, work site inspections, assessments, safety meetings, special task teams, policy/procedure development, safety training, safety goals and objectives, etc.
6. Be informed about results of accident investigations and self-inspections.
7. Refuse or stop work until an identified safety and health hazard has been effectively corrected or controlled.
8. Personal protective equipment provided by CH2M HILL as required by the hazards associated with the activity or work location.
9. Hazard information associated with work tasks provided in a timely manner.
10. Access personal safety and health records.

ATTACHMENT C – IT'S THE LAW

You Have a Right to a Safe and Healthful Workplace ***IT'S THE LAW!***

- ✓ You have the right to notify your employer or the local Department of Energy (DOE) office about workplace hazards, without reprisal. You may ask that your name not be used.
- ✓ You have the right to participate in the activities referenced in 10 CFR 851 "Worker Safety and Health Program," on official time.
- ✓ You have the right to access copies of DOE worker protection publications; the worker safety and health program for your workplace; and the standards, controls, and procedures that apply to your workplace.
- ✓ You have the right to have access to some accident and illness recordkeeping logs and the information in records of any workplace illness or injury that you experienced.
- ✓ You have the right to observe monitoring or measuring of hazardous agents, to receive the results of your own monitoring, and be notified when monitoring results indicate an overexposure.
- ✓ You have the right to have a representative accompany the DOE's Director for enforcement or the Director's authorized personnel during the inspection of your workplace.
- ✓ You have the right to request and receive results of inspections and accident investigations.
- ✓ You have the right to decline to perform an assigned task because of your reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious physical harm to you, coupled with your reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures.
- ✓ Your employer must post this notice in your workplace.



Title 10 CFR 851 requires DOE contractors to provide their workers with a safe and healthful workplace. To obtain more information about those requirements and your rights; seek advice or assistance; or report an emergency contact your supervisor, your local DOE office, or the DOE Office of Health, Safety and Security (<http://www.hss.energy.gov>). Additional inquiries or concerns may be addressed to the Employee Concerns Manager at the local DOE office at Harper's Ferry, West Virginia 25425 (city, state, zip code).

